

CITY OF UPPER ARLINGTON, OHIO

REQUEST FOR STATEMENT OF QUALIFICATIONS

FOR

THE 2020 BIENNIAL UPDATE TO THE ON-CALL CONSULTING SERVICES



City of Upper Arlington, Ohio
Engineering Division
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City Engineer

Submittals Due: Friday, November 20th, 2020

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**CITY OF UPPER ARLINGTON
REQUEST FOR STATEMENT OF QUALIFICATIONS FOR
THE 2018 BIENNIAL UPDATE TO THE ON-CALL CONSULTING SERVICES**

INTRODUCTION

The City of Upper Arlington is requesting Statements of Qualifications from Professional Service Providers for consideration in the biennial update of the Engineering Division's On-Call List. The On-Call List includes updates to the following categories:

1. Roadway, including sidewalks and shared use paths
2. Traffic Engineering
3. Construction Administration and Inspection
4. Sanitary Sewer Collection System, including pump stations
5. Water Distribution System, including pumping, storage, and control facilities
6. Stormwater Conveyance Systems, Drainage, and Stormwater Management
7. Geotechnical Engineering
8. Environmental Studies, Planning and Permitting
9. Park Services/Landscape Architecture
10. Electrical Engineering, including Street Lighting
11. Surveying
12. Structural Engineering
13. Architectural Services
14. Mechanical Engineering, including HVAC systems
15. Right-of-Way Acquisition

This On-Call List will be effective from January 1, 2021 to December 31, 2022. Any consultant contracts already in place will not be affected by this term. All firms that are currently selected in a category ***must*** submit to be extended on the On-Call List for the additional 2 year term (January 1, 2021 to December 31, 2022).

Firms can be selected for an unlimited number of categories and each category is unlimited to the number of firms.

Firms are to submit their individual qualifications and experience. No team submittals will be accepted.

PROHIBITION ON CONTACT WITH CITY

In order to maintain a fair and impartial selection process for all, there shall be no contact or communication made by any firm submitting on this project with any elected official, representative, or employee of the City of Upper Arlington regarding this solicitation.

SECTION I – CONSULTING SERVICE NEEDS

The following is a list of the categories for which consultants will be selected for inclusion, along with descriptions of the types of projects and/or work that might be associated therewith. The type of projects and work listed are not comprehensive and the City reserves the right to add related engineering/architectural services as necessary. For the purpose of the On-Call assignments, designs, studies, technical assistance, funding assistance and



construction administration and observation are all possible engagements within each category except for the Construction Administration and Observation category, where designs, studies, and funding assistance are not applicable.

1. **Roadway** – May include assignments related to the following:
 - Full street/roadway improvements; including new medians, street lights, striping and signage, landscaping, and other associated street improvements;
 - Street Reconstruction Projects;
 - Roundabouts;
 - Traffic Signals;
 - Sidewalk and shared use paths;
 - Review of plans and studies prepared by others;
 - Pavement management; and,
 - Review of reports/studies and plans and specifications prepared by others.
2. **Traffic Engineering** – May include projects related to the following:
 - Traffic Impact Studies;
 - Warrant Studies;
 - Safety Studies;
 - Review of Traffic Impact Studies, Warrant Studies, Safety Studies, and plans and specifications prepared by others;
 - ITS facilities;
 - Signals; and,
 - Striping and signage.
3. **Construction Administration and Observation** – May include assignments related to the following:
 - Construction administration and observation of construction activities
4. **Sanitary Sewer Collection Systems**– May include projects related to the following:
 - Sanitary sewer collection and conveyance system;
 - Sanitary sewer rehabilitation;
 - Sanitary sewer lift stations;
 - Sanitary sewer system modeling;
 - Sanitary sewer mapping;
 - Sanitary sewer system studies (including SSES);
 - CMOM compliance; and,
 - Review of reports/studies and plans and specifications prepared by others.
5. **Water Distribution Systems** – May include projects related to the following:
 - Water transmission and distribution system;
 - Waterline rehabilitation;
 - Pumping and storage systems;



- Water system modeling studies;
 - Water system mapping; and,
 - Review of reports/studies and plans and specifications prepared by others.
- 6. Stormwater Conveyance Systems, Drainage, and Stormwater Management** – May include projects related to the following:
- Storm sewer collection and conveyance system;
 - Storm sewer rehabilitation;
 - Site grading and drainage;
 - Area drainage master studies and floodplain mapping;
 - Storm drain design, hydrology and hydraulic analysis for storm drains;
 - Storm Water Pollution Prevention Plans (SWPPPs);
 - Green infrastructure improvements;
 - Stream remediation, bank stabilization, and erosion control; and,
 - Review of reports/studies and plans and specifications prepared by others.
- 7. Geotechnical Engineering** – May include projects related to the following:
- Soil testing and analysis;
 - Review of existing soils reports;
 - Identifying groundwater levels and bedrock elevations and,
 - Collecting soil cores for review and recommendations for asphalt paving sections.
- 8. Environmental Studies, Planning, and Permitting** – May include projects related to the following:
- Capital Improvement Construction Projects and,
 - Facility sites and/or Parks.
- 9. Park Services/Landscape Architecture**– May include assignments related to the following:
- Landscape plans (including hardscape features therewith associated) for parks, roadsides, and other facilities;
 - Playground design and upgrades;
 - Aquatic Facility design and improvements;
 - Athletic Field design and improvements and,
 - Review of Landscape plans prepared by others.
- 10. Electrical Engineering** – May include projects related to the following:
- Design and review of street light plans and,
 - Provide recommendations on facility electrical components.
- 11. Surveying** – May include projects related to the following:
- Capital Improvement Projects Planning;
 - Property line and plat reviews and,



- Property descriptions and legal exhibits for r/w acquisition and/or easements.
- 12. Structural Engineering** – May include assignments related to the following:
- General structural engineering services;
 - Bridges, foundations, retaining walls and end walls;
 - Structural load ratings and calculations;
 - Annual bridge and culvert inspections;
 - Special inspections; and,
 - Review of reports/studies and plans and specifications prepared by others.
- 13. Architectural Services** – May include projects related to the following:
- Review of facility plans and,
 - Planning and design of new or remodeled city facilities.
- 14. Mechanical Engineering, including HVAC systems** – May include projects related to the following:
- Investigative studies, design, value engineering and,
 - Construction document preparation and construction administration.
- 15. Right-of-Way Acquisition** – May include projects related to the following:
- Legal descriptions
 - Appraisal, acquisition, title, and closing procedures
 - Appraisal review services

While it is the intention of the City to select firms from the applicable categories for the specific On-Call assignments that may be needed (e.g., roadway category firms for road reconstruction assignments), these categories are not to be construed as constraining or limiting with respect to the tasks within an On-Call assignment.

Firms can be selected for an unlimited number of categories and each category is unlimited to the number of firms.

SECTION II – SCOPE OF WORK

The developed scope of work for each On-Call assignment will be specific to the requirements of the project and need.

SECTION III – CONTRACT PROVISIONS

An example of the City's Standard Consultant Agreement (SCA) and Required Contract Terms is available for downloading and reviewing on the City's website at <https://upperarlingtonoh.gov/engineering-division/> under Resources & Links. **Acknowledge in the cover letter that the City's Standard Consultant Agreement has been reviewed by the firm submitting the SOQ and that the firm agrees to execute this agreement as written.**

SECTION IV – REQUEST FOR QUALIFICATIONS SELECTION CRITERIA

The Consultant's Statement of Qualifications shall be accompanied by a one-page cover letter that shall be bound within each copy of the SOQ as the first page inside the front cover. Within this cover letter:

1. Indicate the category(s) of services for which your firm wishes to be considered.
2. Include an acknowledgement of your Firm's intent to provide resources necessary to timely, effectively, and efficiently respond to the City's needs that might arise during the term of the On-Call List.
3. Include an acknowledgement that your Firm has reviewed the City's Standard Consultant Agreement and Required Contract Terms and agrees to execute said agreement as written.

A. General Information of Firm

1. Provide a general description of the firm proposing to provide the services required.
 - a. Local office location where the work will be performed;
 - b. If any of the work will be performed in any location other than the local office, identify the office location(s) and provide all relevant information as requested herein for the local office;
 - c. Size of the firm and of the local office;
 - d. Breakdown of local staff by discipline;
 - e. Years of existence of the firm and of the local office;
 - f. Explain the legal organization of the firm; and,
 - g. Certify in writing that the firm is not currently debarred and/or suspended and/or excluded from participation in federal aid projects/programs.
 - h. Listing of all current ODOT prequalification's held with number of employees holding
2. List all Ohio business and/or professional licenses/registrations held by the firm that may be associated or required for the specific category. Provide the associated information specific to the licenses/registrations.
3. Identify any contract(s) or subcontract(s) held by the firm or officers of the firm, which have been terminated within the last five (5) years. Identify any claims arising from a contract that resulted in litigation or arbitration within the last three (3) years. Briefly describe the circumstances and the outcomes.

B. Experience of Firm

1. List up to ten local representative projects/studies awarded to your firm by municipal/state/county/township agencies during the last five years that were for fees up to \$500,000 and relevant to the specific categories for which the firm wishes to be considered. For each project/study, provide a brief project description, award date (note if pending), project cost, status of completion, and completion (or estimated completion) date.

C. Experience of Key Personnel

1. Provide an organization chart showing all key personnel proposed for assignment to the specific category and their time with the firm. For each key person identified, explain what their primary role would be if assigned to a city project and provide a description of their experience associated to the specific category. List all Ohio professional licenses/certifications held by the key personnel.

SECTION V – SUBMITTAL REQUIREMENTS

Interested firms should submit a Statement of Qualifications (SOQ) in a sealed envelope or box with the firm name and SOQ title (“2020 On-Call Consultant Services Update”) prominently displayed on the front/top. Please provide a total of 1 hard copy and an electronic version of the SOQ packet, **no later than 3:00 p.m., Friday, November 20, 2020**, to:

City of Upper Arlington
Engineering Division
4100 Roberts Road
Columbus, OH 43228
Attn: Jacolyn Thiel

Submittals are **not** returnable and will become the property of the City of Upper Arlington. Please be advised that once submitted, the SOQs become “public record” and are available to all for inspection and copying, upon request.

SECTION VI – SELECTION PROCESS AND SCHEDULE

Each submittal will be evaluated based on the firms’ responses to the RFQ criteria. All qualified consultants, determined by a Selection Committee, will be added to the categories as requested in their RFQ.

Assignments from the On-Call List will be through individual contracts negotiated at the time of the need. Firms are limited in total contracted fees through On-Call Assignments and Contracts to \$250,000.00 per each biannual term of the On-Call List. Contract fees awarded through the Open Solicitation Process and Procedures do not count toward this maximum fee limitation.

Firms selected for the On-Call List may pursue any open solicitations by the City without jeopardizing their On-Call status. The awarding of an On-Call assignment does not prohibit a firm from being awarded a contract through an open solicitation nor does being awarded a contract through an open solicitation prohibit the awarding of an On-Call assignment.